



Position Available

NROC Ocean Planning Project Manager

Organization: Northeast Regional Ocean Council

Location: New England (Specific location TBD)

Posted: January 4, 2011

Organization Description

A fiscally sponsored project of Third Sector New England, the Northeast Regional Ocean Council (NROC) is a state and federal partnership in New England with the goal of engaging in regional protection and balanced use of ocean and coastal resources. NROC's coordinated approach reaches across jurisdictional boundaries to collaborate on solutions to the region's most pressing ocean and coastal issues.

One of NROC's four priority issue areas is ocean planning, building upon efforts underway in the region and nationally through the National Ocean Policy. NROC has successfully obtained funding in support of its ocean planning work. With the leadership on ocean planning exhibited by NROC and its member states (namely Massachusetts, through its Ocean Management Plan, and Rhode Island, through its Ocean Special Area Management Plan), the Northeast is uniquely positioned to address regional ocean management issues based on sound science and an inclusive public process. NROC's efforts on ocean planning will directly support the work of the National Ocean Council in creating and implementing U.S. ocean policy.

Job Summary

The Project Manager will be tasked with playing a critical support and coordinating role for NROC and the NROC Ocean Planning Director. The main focus of this role will be to manage the day-to-day aspects of the technical elements of NROC's work plan. NROC anticipates that many of these elements will be accomplished through contracts with its partners, and this role will also provide contract management assistance to the Director and NROC. More specifically, the Project Manager will be responsible for the following duties.

1. Provide ongoing support and project management for NROC efforts related to development of the Northeast Ocean Data Portal (www.northeastoceandata.org), development of spatial data related to human uses in the ocean environment (e.g., recreational uses and commercial fishing), marine habitat modeling, decision-support tool development, and other technical aspects of NROC's work plan.
2. Work with the Director and NROC to conduct appropriate procurement processes (develop requests for proposals, review bids, select contractors), help manage the development of specific scopes of work, including timelines and deliverables, and budgets for specific contracts. Interface with identified sub-contractors and the NROC Ocean Planning Director to enable projects to be

completed on schedule and within budget, and to ensure appropriate resolution of project- specific issues.

3. Efficiently manage active contracts by working with NROC fiscal sponsors, the Director, and sub-contractors to process invoices related to those contracts and to ensure that administrative issues are appropriately resolved.
4. Coordinate closely with the NROC Ocean Planning Director and NROC members to ensure internal NROC communication regarding project status, progress, issues/impediments, and budgeting. Assist in the development of annual and semi-annual status updates/reports.
5. Assist with external communication with NROC partners and other stakeholders regarding project status and accomplishments. Help seek out and identify opportunities to leverage existing or proposed projects.

This position will be located in New England, at a location of mutual agreement between the successful applicant and NROC. Travel throughout New England will be a part of this position, including overnight stays on occasion. This is a one-year position with the possibility of extension. All employment with NROC and Third Sector New England is at will.

Qualifications

- Advanced degree in public or environmental policy, environmental management or science, or related field.
- Minimum 3-5 years professional experience with demonstrated experience in project management and contract management.
- Significant knowledge of and, ideally, hands-on experience in coastal and/or ocean planning and the utilization of data, products, and tools required for effective ocean planning (e.g., trade-off analysis, human use characterization, habitat classification, valuation of ecosystem services).
- Demonstrated knowledge of, or demonstrated ability to learn, process and contents of Final Recommendations of Ocean Policy Task Force and its expectations and requirements for advancing ocean planning in the New England planning area.
- Demonstrated ability to successfully convene, facilitate, motivate, and manage the work of groups, including forming productive teams and leading effective meetings.
- Strong organizational, analytical, oral and written communication skills.
- Computer literacy with word processing, e-mail, the Internet, spreadsheets and databases; understanding of geospatial analytical tools and techniques.

Compensation

Competitive salary commensurate with experience and a generous employee benefits package.

To Apply

Application deadline is 21 days from posting date. We strongly encourage online applications. To apply, visit www.tsne.org/jobs -- please include a resume, cover letter with a statement of purpose and three references. We also accept applications by mail or fax. Send by mail to: Third Sector New England, Attn: HR – NROC –

PPM, NonProfit Center, 89 South Street, Boston, MA 02111. Send by fax to 617.523.2070.

Third Sector New England/Northeast Regional Ocean Council is an equal employment opportunity provider, and employer. We encourage applications from candidates with diverse backgrounds.